

## **School Business – October 23, 2020**

The FBS website continues to be updated with COVID-19 policies and information related to School Business and operations, as well as our ongoing operations. Please check this site regularly for updates: [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services)

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### **Governor's Emergency Education Relief Funds - GEER (PRC 169 and PRC 170)**

DPI has been awarded by the Governor (GEER) Governor's Emergency Education Relief Funds to be allocated to school districts. Currently, DPI is awaiting the transmission of the GEER funds to the state level. Planning allotments, to begin plans for the funds, are titled COVID-19 Allocation Summary by Unit and posted at [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services). Once the funds are received, the Federal Program and Monitoring division will provide the next steps for completion of the GEER application within the CCIP system. Corresponding BAAS budgets for PRC 169 and 170 will need to be completed in coordination with the CCIP application. GEER PRC 169 funds are for Student Health Support and PRC 170 has been identified for Supplemental Instructional Services.

More information about GEER funds can be found at <https://governor.nc.gov/news/governor-cooper-directs-956-million-support-students-impacted-covid-19-pandemic>.

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### **ESSER Equitable Services Webinar Resources**

The Federal Program Monitoring and Support Division partnered with Tiffany Winters Kessler from Brustein and Manasevit to provide a webinar on ESSER Equitable Services. The webinar consisted of a presentation, followed by a question and answer session. An FAQ has been created based on questions raised during the webinar as well as common questions from across the nation and is available at

[https://content.govdelivery.com/attachments/NCSBE/2020/10/23/file\\_attachments/1578022/CARES%20EqtbSrvcs%20BruMan%20FAQ%20Draft%20%2010%2019%2020.pdf](https://content.govdelivery.com/attachments/NCSBE/2020/10/23/file_attachments/1578022/CARES%20EqtbSrvcs%20BruMan%20FAQ%20Draft%20%2010%2019%2020.pdf).

Also, find the PDF of the recorded webinar that can be accessed at [Equitable Services Recorded Webinar Link](#), Password: Az2HRdaM.

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### **Non-Competitive Procurement Waiver Requests**

As the pass-through entity for programs authorized under ESSA, IDEA, CTE, et al, the North Carolina Department of Public Instruction may waive competitive procurement requirements in accordance with 2 CFR §200.320(f)(3). A request for noncompetitive procurement must include the vendor, funding source (federal program and PRC), scope of work/deliverables, total cost and a detailed justification. Procurement will communicate with appropriate federal program staff to determine final approval.

Please note: Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source;
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
3. The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or
4. After solicitation of a number of sources, competition is determined inadequate.

To submit a noncompetitive procurement proposal please utilize the revised [Procurement Waiver Request Template](#); **old versions of the form will not be accepted**. Submit the completed form via email to [ProcurementWaiversTeam@dpi.nc.gov](mailto:ProcurementWaiversTeam@dpi.nc.gov) and attach any additional documentation required. The email, form, and additional documentation will be your official 'request' for a noncompetitive procurement waiver. One request must be submitted for each individual issue (e.g., one email / request per vendor); they cannot be combined.

If you have any questions regarding the noncompetitive procurement waiver process, please contact Tina Letchworth at [tina.letchworth@dpi.nc.gov](mailto:tina.letchworth@dpi.nc.gov) or the Procurement Team at [ProcurementWaiversTeam@dpi.nc.gov](mailto:ProcurementWaiversTeam@dpi.nc.gov).

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### **Installment Collapse - LEAs only**

Effective 9/30/2020, DPI posted the 11th & 12th installment payments for State funds (Company 1000) in the current year to the special installment codes: 5110-001-120, 5110-001-210, and 5110-001-220. This procedure is known as the Installment Collapse. Because the installment payments are "cash" payments for July and August, but are not expenditures against your current year allotments, they are included only to reflect an accurate "cash" balance. While the installment amounts were posted on your general ledger when the checks were written, DPI did not post to the DBS/MSA system until September. This process will not affect your bank reconciliation. A copy of the Installment Report JHA850EG, (run date of October 12, 2020) detailing the installment amounts posted for your LEA was placed in your eMFTS Reports folder on Monday, October 19, 2020.

Each LEA should have reversed the State accrual entries on their general ledgers during the months of July and August. Not reversing the accruals impacts the cash zero out. Any differences between the accrual amount and the actual installment payment for State Funds should be moved on your general ledger to the special installment codes listed above, using manual journal vouchers (JV). Please note that you cannot use auto adjustments/BUDS to move these expenditures. The manual JVs are essential, so the installment verses accrual amount differences do not affect your current year allotment balance.

Also, effective September 30, 2020, DPI posted the State installment payments and accrual reversing entries to Prior Year State. The Allotment Balance Reconciliation Report (JHA351EG) for Prior Year (Company 8000) was placed in your eMFTS Reports folder on Tuesday, October 20, 2020.

Federal Installments/Accruals: The 11th and 12th installment payments for Federal Funds posted in July and August and are included in your MFR file. Effective September 30, 2020, DPI posted the liability portion of the accrual reversing entries for all Federal programs.

Each LEA should have reversed the Federal accrual entries on their general ledgers during the months of July and August. Not reversing the accruals impacts the cash zero out. Any differences between the accrual amount and the actual installment payment, for Federal Funds, will be included with your current year expenditures.

If you have any questions concerning the Installment Collapse, contact Roxane Bernard at [roxane.bernard@dpi.nc.gov](mailto:roxane.bernard@dpi.nc.gov).

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## **PRC 132 Second Round Funding**

The second PRC 132 allotment of COVID-19 Relief Funding for Exceptional Children was allotted in revision 21.

Contact Matt Hoskins ([matt.hoskins@dpi.nc.gov](mailto:matt.hoskins@dpi.nc.gov)) with any questions.

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## **Core Banking**

DPI has been notified of a change in the cleared warrant file layout in the new version of Core Banking. This change is causing a problem with LEAs not being able to import it into their financial software packages, thus creating a manual effort to individually mark each warrant as cleared in order to complete the bank reconciliations. It has been confirmed that manually formatting the new file to match the old file layout will allow the file to be imported into your vendor software packages until a fix is in place. If you choose to use it, please have an IT staff member work with you on this workaround.

The State Treasurer's Office will be testing the change back to the old file layout early next week. They anticipate this being in Core Banking soon after testing is complete.

Please contact Denise Jackson at [denise.jackson@dpi.nc.gov](mailto:denise.jackson@dpi.nc.gov) with any questions.

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## **Reminders**

- Distribution Requests for PSBCF and NBPSCF lottery revenue for Capital Projects due **October 26, 2020**.  
Details are in the October 2, 2020 newsletter. \*
- SS300 Local Salary Supplements Report due by **October 30, 2020**  
Details are in the October 2, 2020 newsletter. \*
- 2019-20 ABC Transfers template due **October 31, 2020**  
Details are in the October 2, 2020 newsletter. \*
- SS200 Full-Time Personnel Report due by **November 6, 2020** – All PSUs  
Details are in the October 9, 2020 newsletter. \*
- Child Count Transfer System due by **November 10, 2020**  
Details are in the October 16, 2020 newsletter. \*

- 2020 Statewide Facility Needs Survey – Surveys due **January 8, 2021**  
Details are in the August 28, 2020 newsletter. \*

\* [www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter](http://www.dpi.nc.gov/districts-schools/district-operations/financial-and-business-services/school-district-finance-operations/procedures-and-guidance#newsletter)

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**Public Schools of North Carolina**  
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